

Virginia Information Technologies Agency



VITA IT Asset Inventory System

expect the best

February 6, 2006

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Introduction

Welcome to the VITA IT Asset Inventory System, a comprehensive Inventory Management application that uses basic Windows navigation, buttons and tools. The VITA IT Asset Inventory System consists of five major areas:

- ❖ The Upload Area
- ❖ The Add Asset Area
- ❖ The Staging Area
- ❖ The Production Area
- ❖ The Extract Area

The VITA IT Asset Inventory System allows users to:

- ❖ Upload comma delimited electronic (.csv) files to the Staging Area
- ❖ Add, view and update asset data within the Staging Area
- ❖ Move Asset data into Production once the data has been validated
- ❖ View and update asset data within the Production database

Users will be required to ensure their asset data meets all requirements prior to the data being loaded into the “Production Area”. A “Staging Area” is provided to assist users with the initial upload/validation process. After all data has been validated in the Staging Area, users may move their asset data into the Production Database.

All electronic asset files must conform to specific file layouts and must be in a comma delimited (.CSV) file format. File layouts, business rules, and additional detailed application information can be found in the [Comprehensive VITA IT Asset Inventory Workbook](#), a link within VITA website - <http://www.vita.virginia.gov/docs/itAssetInventory.cfm>.

For comments, questions or suggestions, please call the VCCC or e-mail the VITA IT Asset Inventory Manager at AssetManager@vita.virginia.gov.

SYSTEM ACCESS

To access the VITA IT Asset Inventory System:

1. Send the VITA IT Asset Inventory Manager an email from your supervisor authorizing your use of the system. Please send to: AssetManager@vita.virginia.gov).
2. Go to the Vita Application Website - <https://ssl01.vita.virginia.gov/SecureApps/AssetInventory/banner.aspx>
3. Select the **REQUEST ACCESS** icon and follow the onscreen instructions.

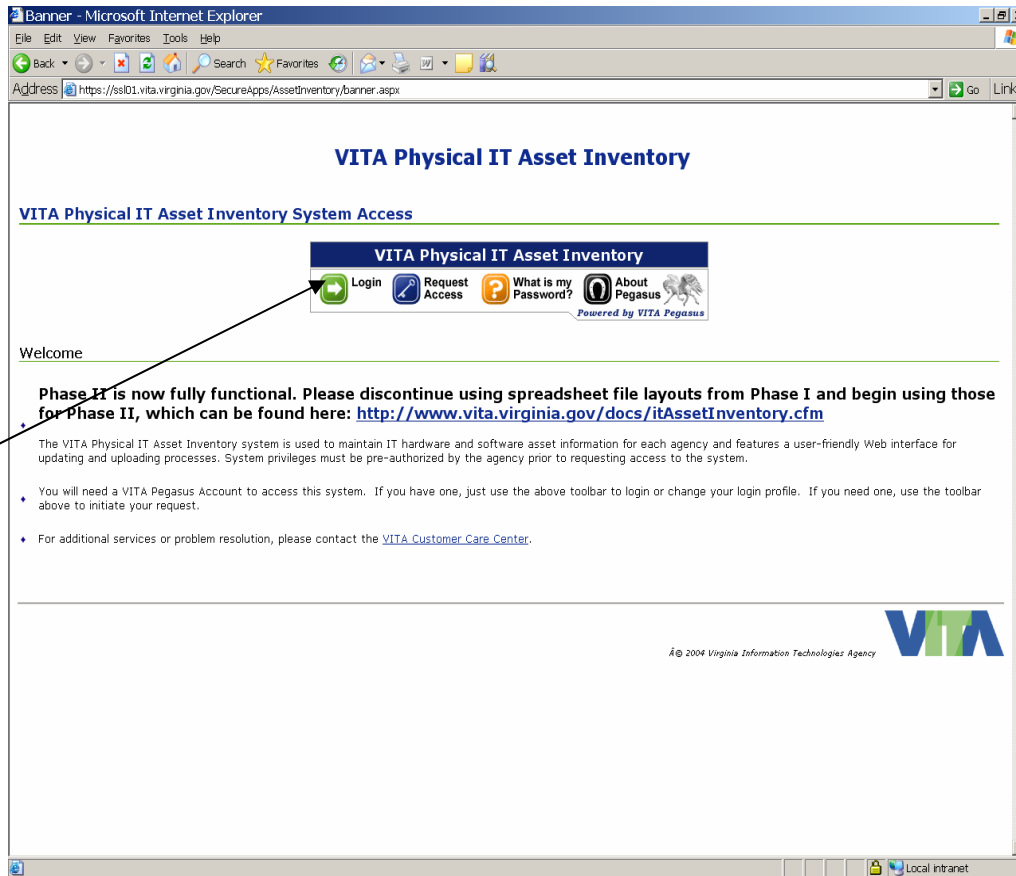


IT Asset Inventory Banner

LOGIN

Select the **LOGIN** icon via the url:

<https://ssl01.vita.virginia.gov/SecureApps/AssetInventory/banner.aspx>

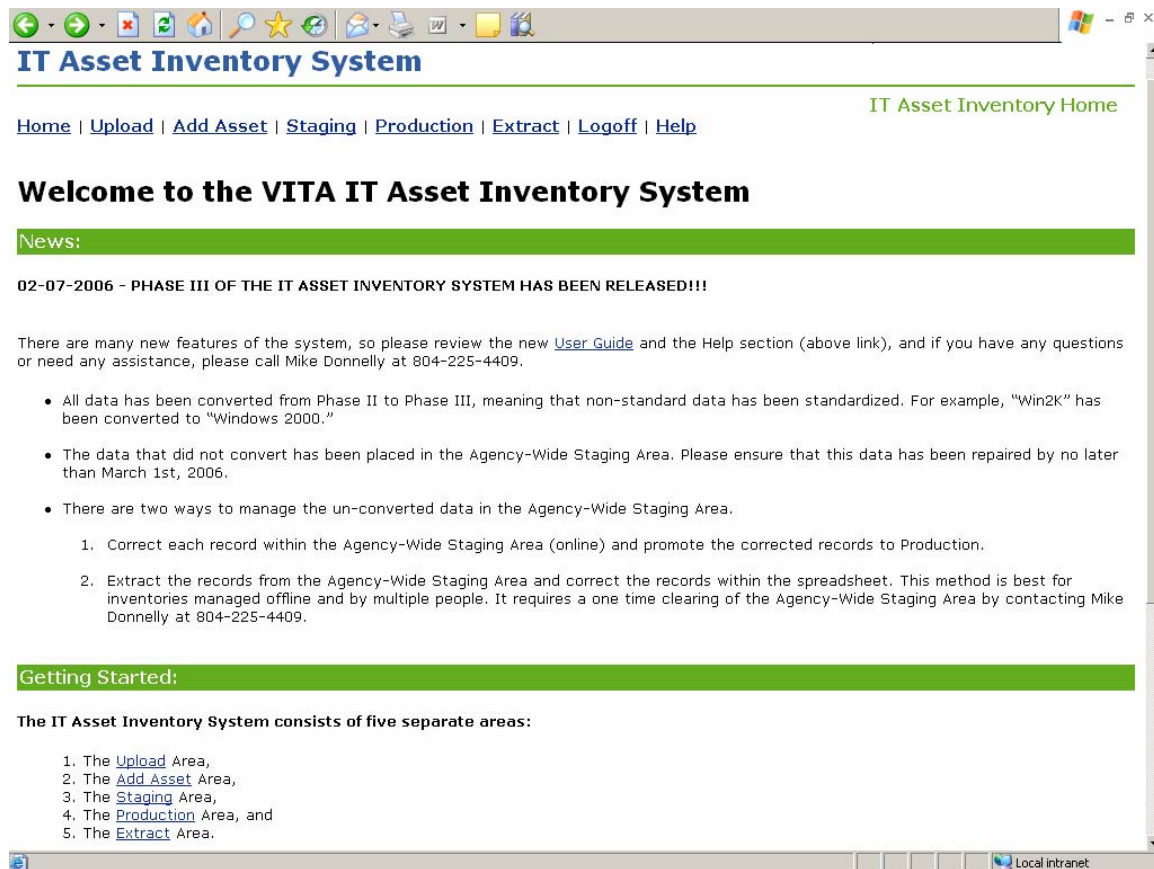


IT Asset Inventory Login

HOME PAGE

Upon successful login to the [VITA IT Asset Inventory System](#), the HOME PAGE of the IT Asset Inventory System will be displayed. The 'Getting Started' section of the Home Page contains the five major areas in the application.

- ❖ The [UPLOAD](#) Area
- ❖ The [ADD ASSET](#) Area
- ❖ The [STAGING](#) Area
- ❖ The [PRODUCTION](#) Area
- ❖ The [EXTRACT](#) Area

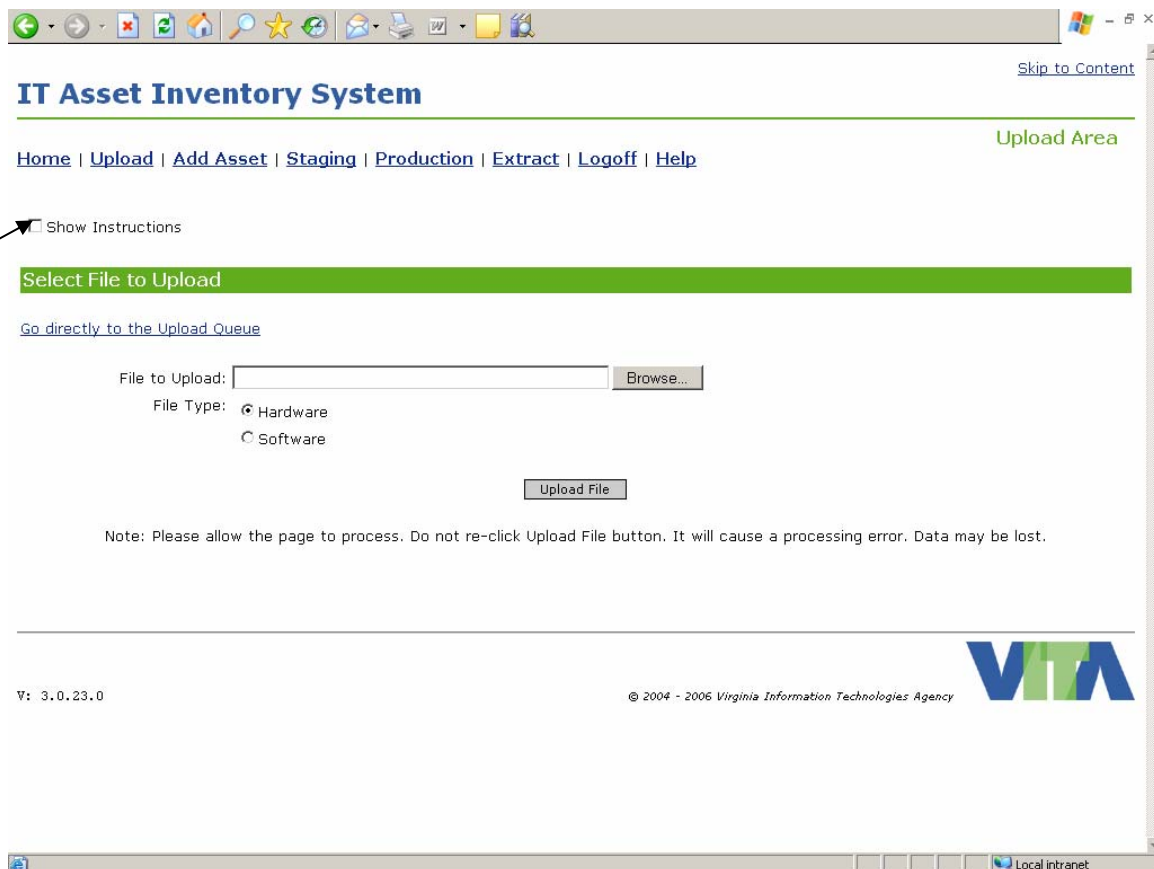


IT Asset Inventory Home

The **NEWS** section at the top of the IT Asset Inventory Home page, displays information and additional details about the system and software application upgrades.

UPLOAD AREA

The [UPLOAD](#) Area allows you to load hardware and software assets into the IT Asset Inventory system using comma delimited (.CSV) formatted files. The same file may be loaded multiple times with each upload overlaying (replacing) all data that exists in the My Staging Area for the same assets being uploaded.



The screenshot shows a web browser window displaying the 'IT Asset Inventory System' interface. The title bar indicates it's a 'Local intranet'. The page has a navigation menu with links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. The 'Upload Area' is the active section. It features a green header bar that says 'Select File to Upload'. Below this, there's a link 'Go directly to the Upload Queue'. A 'File to Upload:' text box is followed by a 'Browse...' button. Underneath, 'File Type:' is set to 'Hardware' with radio buttons for 'Hardware' and 'Software'. An 'Upload File' button is centered below. A note states: 'Note: Please allow the page to process. Do not re-click Upload File button. It will cause a processing error. Data may be lost.' The footer includes the version 'V: 3.0.23.0', copyright '© 2004 - 2006 Virginia Information Technologies Agency', and the VITA logo. A 'Show Instructions' link is visible on the left side of the page.

IT Asset Inventory Upload

The **SHOW INSTRUCTIONS** option provides detailed steps to upload your Asset Inventory data to the Staging area.

IT Asset Inventory System

[Skip to Content](#)

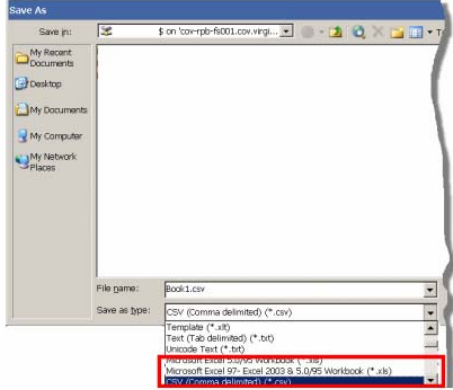
[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

[Upload Area](#)

☒ Hide Instructions

Prior to uploading a file, please confirm the following file format requirements have been met:

- The spreadsheet conforms to the layout as represented in the File Layout spreadsheet found on the VITA intranet [here](#).
- The spreadsheet is saved as "CSV (Comma delimited)" format.



Once you have uploaded your hardware and/or Software spreadsheet files, you will then be able to edit the data within the Staging Area before moving it to the Production Area.

- **Warning:** Each time you upload a Hardware or Software spreadsheet file, **you will overlay all the data** that currently exists in the Staging

Done Local intranet

Expanded Instructions

Select the **HIDE INSTRUCTIONS** option to collapse the detailed upload instructions.

FUNCTIONS – UPLOAD AREA

The screenshot shows the 'IT Asset Inventory System' interface. At the top, there is a navigation bar with links: Home | Upload | Add Asset | Staging | Production | Extract | Logoff | Help. The 'Upload Area' is highlighted in green. Below the navigation bar, there is a section titled 'Select File to Upload'. A callout box points to the 'Go directly to the Upload Queue' link, stating: 'Select the Go Directly to the Upload Queue option to View the Status of Your Job.' Below this, there is a 'File to Upload:' text box and a 'Browse...' button. A callout box points to the 'Browse...' button, stating: 'Browse: The File lookup option used to select the desired data file to be uploaded to the Staging area. The File to be uploaded must be saved in a .CSV file format prior to the upload.' Below the 'File to Upload:' text box, there is a 'File Type:' section with radio buttons for 'Hardware' (selected) and 'Software'. A callout box points to this section, stating: 'Select the Asset Inventory data type – Hardware or Software'. Below the 'File Type:' section, there is an 'Upload File' button. At the bottom of the page, there is a footer with the text 'VITA' and '© 2004 - 2006 Virginia Information Technologies Agency'.

IT Asset Inventory Upload Area

The primary function of this screen is to Browse, Select and Upload Asset Inventory data from a spreadsheet file. Refer to the [Comprehensive VITA IT Asset Inventory Workbook](#) for assistance.

1. **GO DIRECTLY TO THE UPLOAD QUEUE** link allows you to View your Jobs that are running in the Upload Queue.
2. **BROWSE** button allows you to navigate to the location of your spreadsheet(s) and select the file you want to upload. **The spreadsheet selected must a .CSV formatted file** otherwise the system will generate an error message indicating that it cannot upload this file.
3. **FILE TYPE** button allows you to select the type of Assets you are loading – Hardware or Software.

4. **UPLOAD FILE** button allows you to upload the selected file to the VITA IT ASSET INVENTORY SYSTEM **My Staging Area** (a temporary work area used to finalize your asset data prior to loading the data into production).

UPLOAD TO STAGING – INTERMEDIARY SCREEN

IT Asset Inventory System

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

[Skip to Content](#)

Upload Area

Instructions

The Upload Area screen allows you to view and verify that the correct file has been chosen to upload to the Staging Area. Verify that the presented matches the column heading. Pay close attention to any errors messages. Should you notice the wrong data is presented click the upload another file link. If you are confident that the correct data has been presented then click on the upload all data from file link.

Is this the File you wish to upload?

File M:\Inventory Mgmt Projects\Asset Inventory Enhancements & Data Clean up\Testing\TESTDATA FOR USERS\173
Name: \173_HW_PROD_Kathey.csv
File Size: 41.772 KB

WARNING - The data currently in your staging area will be replaced.

Agency Number	Asset Category	Equipment Type	Additional Detail	Serial Number	Manufacturer Name	Model Number	Operating System Name	Operating System Annual License Amt.	VITA Tag Number	Agency Tag Number	Seat Managed?	Ven Tag
173	PERSONAL COMPUTER	LAPTOP	N/A PC - LAPTOP	J2M0Q51	DELL, INC.	LATITUDE D800	WINDOWS 2000	0	100078488	584	N	
173	NETWORK EQUIPMENT - DATA	MODEM	v.35 56K MODEM	3430442	COMSPHERE	3610			100007910	386	N	

Upload Area - Upload to Staging Intermediary

This area displays the data in the file selected for upload into staging. Below are Instructions, Software/Hardware file details, and information about the data file.

- 1. Instructions:** The Upload Area screen allows you to view and verify that the correct file has been chosen for upload to My Staging Area. This is the place to verify that the data presented matches the column headings. Pay close attention to any error messages. Should you notice the wrong data is presented, click the **CANCEL UPLOAD-SELECT ANOTHER FILE** button. If you are confident that the correct data has been presented then click the **UPLOAD ALL DATA FROM FILE** button.
- 2. Software/Hardware File Details:** This is a preview of what is being uploaded to staging. To continue the upload with this file select the **LOAD ALL DATA FROM FILE** button. To cancel

this upload, select the **CANCEL UPLOAD–SELECT ANOTHER FILE** button.

3. **Data:** This section allows you to review a sampling of the data to be uploaded by using the scroll bar to see the presented records.

UPLOAD QUEUE

After selecting the **LOAD ALL DATA FROM FILE** button to upload the data into the IT Asset Inventory System, the following Upload Queue Screen is displayed. Here you will see your submitted job, the position (# of Jobs ahead), and status of the job.

IT Asset Inventory System

[Skip to Content](#)

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

Upload Queue

Imports statistics are only available for 24 hours after the Request Time. If an Import's Status code is "In Error", the file format is either incorrect or it has multiple agency numbers included.

Agency	File Name	Status	Upload Date/Time	# of Jobs Ahead
173 - Charitable Gaming Department of	M:\Inventory Mgmt Projects\Asset Inventory Enhancements & Data Clean up\Testing\TESTDATA FOR USERS\1	Waiting	2/6/2006 11:40:49 AM	n/a

* This page will automatically refresh every minute or [Refresh Page](#).

NOTE: Depending upon the size and number of jobs ahead of yours, it could be... or much longer. Please be patient as...

VITA

V: 3.0.23.0 © 2004 - 2006 Virginia Information Technologies Agency

Done Local intranet

Upload Queue

You may click on the **REFRESH PAGE BUTTON** at the bottom of the screen to monitor your job.

When your job has a status of **COMPLETE** you may review the loaded data by selecting the **STAGING** Button at the top of the Page.

STAGING AREA

The Staging Area is segmented by My Staging Area and Agency-Wide Staging Area.

My Staging Area

Select the **STAGING** Button at the top of the Page to view the records in the **My Staging Area**.

The My Staging Area Summary screen displays:

- ❖ The Total Number of Assets Loaded into My Staging Area
- ❖ Records that are Duplicates in your Staging Area
- ❖ Records that may be Duplicates in Production
- ❖ Records that are Eligible to Move to Production
- ❖ The Move to Production Statistics for Your Records in Your Staging Area

Current Agency: 119 (Lieutenant Governor) Change Agency Search for an Asset Software Asset Show Agencywide Assets

My Staging Area - Hardware Asset Records		
View	Count	Description
<input type="button" value="View"/>	4	Total Asset Records in my work area.
Records that did not pass validation and must be resolved		
<input type="button" value="View"/>	4	Asset Records with Validation Errors.
	0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)
My Staging Area - Records that are duplicates		
	2	Duplicates - Records that are duplicated within your spreadsheet and must be resolved.
	4	Duplicates - Records that are duplicated with another user in the Current Agency.
<input type="button" value="View"/>	4	Duplicates - Records owned by you that are duplicated with another Agencies Staging Assets. Assets created by you and duplicated with another Agencies Staging Asset(s).
My Staging Area - Potential Production Duplicates		
<input type="button" value="View"/>	2	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 1)
	0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
	0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
	0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)
Records that are eligible to Move to Production		
	0	Total Records(s) eligible to Move to Production.
	0	Records with no errors or warnings.
	0	Records with warnings.
Move to Production Statistics (for all records in my Staging Area)		

My Staging Area Summary

Each time you upload an asset spreadsheet, the data in the **My Staging Area** is replaced with the data you uploaded.

Any records that did not pass validation, should be viewed and resolved in order to move those records into Production.

Select the **View** button in the **RECORDS THAT DID NOT PASS VALIDATION AND MUST BE RESOLVED** section to display the Bad Staging Records.

STAGING – VIEW BAD STAGING RECORDS

In the example below, the four (4) hardware assets that did not pass the validation tests are displayed.

The screenshot shows a web application titled "IT Asset Inventory System". The navigation bar includes links: Home | Upload | Add Asset | Staging | Production | Extract | Logoff | Help. The current page is "Staging - Hardware Assets". A checkbox "Show Instructions" is present. The main heading is "My Bad Hardware Staging Records". Below it, it says "Agency: 173 (Charitable Gaming Department of)" and "Total Records: 2". A table displays two records, each with a red stop sign icon and "Delete Edit" links. The table columns are: Asset Category, Equip. Type, Serial Number, Manufacturer Name, Model Number, VITA Tag No., Agency Tag No., Agency Inventory Zone, and Vendor/Other Tag No.

Asset Category	Equip. Type	Serial Number	Manufacturer Name	Model Number	VITA Tag No.	Agency Tag No.	Agency Inventory Zone	Vendor/Other Tag No
NETWORK EQUIPMENT - DATA	MODEM	3430442	COMSPHERE	3610	100007910	386		
NETWORK EQUIPMENT - DATA	MODEM	V944 28982	DIGI	8EM	100007914	556		

At the bottom of the table, there is a "Return to Staging Home" link. The footer includes "V: 3.0.23.0" and "© 2004 - 2006 Virginia Information Technologies Agency" next to the VITA logo.

My Staging – Hardware Assets

A **YELLOW YIELD SIGN** with a black exclamation mark indicates a warning. The field will load but you may want to address the issue prior to loading.

A **RED STOP SIGN** indicates that there is an error with this field and the record will not pass validation unless corrected.

Moving the mouse over the RED STOP Sign or the YELLOW YIELD Sign for a specific row, displays a pop-up with information explaining why a record did not pass validation. The choices are to **DELETE** or **EDIT** the record.

STAGING AREA - UPDATE ASSET

In this example, **EDIT** was selected. The **EDIT** selection displays the Update Instructions, the Errors and the asset record fields.

The screenshot shows a web browser window displaying the "IT Asset Inventory System" interface. The page title is "Staging Area - Update Hardware Asset". The navigation bar includes links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. A checkbox labeled "Hide Instructions" is checked. Below it, instructions for editing an asset are provided. A green bar highlights the "Asset Information" section. The agency is listed as "Agency: 173 (Charitable Gaming Department of)". Error messages are displayed in red: "ERROR - Warranty Expiration Date is required.", "ERROR - Service Status Effective Date is required.", "ERROR - Service Status Effective Date is required.", and "WARNING - Non-Standard Manufacturer Name". The form fields include: Asset Category (NETWORK EQUIPMENT - DATA), Equipment Type (MODEM), Manufacturer Name (COMSPHERE), Model No. (3610), Working Order (Y - IN WORKING CONDITION), Service Status (Y - IN SERVICE), Service Status Effective Date, and Service Status Comments. Buttons for "Update Asset" and "Cancel" are visible.

IT Asset Inventory System

Staging Area - Update Hardware Asset

Home | Upload | Add Asset | Staging | Production | Extract | Logoff | Help

☒ Hide Instructions

To edit an asset(s), follow the steps below:

1. Update the fields for this asset.
2. Fix any errors that you see presented.
3. Once you have received the message, "Asset has been added/updated." please click on the staging link at the top of the page to view your other staging assets.

Update Asset Cancel

Asset Information

Agency: 173 (Charitable Gaming Department of)

- ERROR - Warranty Expiration Date is required.
- ERROR - Service Status Effective Date is required.
- ERROR - Service Status Effective Date is required.
- WARNING - Non-Standard Manufacturer Name

Asset Category: NETWORK EQUIPMENT - DATA Working Order: Y - IN WORKING CONDITION

Equipment Type: MODEM Service Status: Y - IN SERVICE

Manufacturer Name: COMSPHERE Service Status Effective Date: [Date Picker]

Model No.: 3610 Service Status Comments: [Text Area]

Done Local intranet

Staging Area – Update Hardware Asset

The error messages will direct you to the fields that must be corrected before the record can be moved to the "Production Area". The warning messages will also be displayed.

Once the errors have been corrected or you have completed editing this asset, select one of the following options:

- ❖ **UPDATE ASSET:** Will save this asset record to Staging and re-validate asset.
- ❖ **CANCEL:** Will return to the Staging area and disregard any changes made.

When all errors associated with the record have been corrected and Update Asset has been selected, a message will appear indicating the **ASSET HAS BEEN ADDED OR UPDATED**.

[Skip to Content](#)

IT Asset Inventory System

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

Staging Area - Update Hardware Asset

☒ Hide Instructions

To edit an asset(s), follow the steps below:

1. Update the fields for this asset.
2. Fix any errors that you see presented.
3. Once you have received the message, "Asset has been added/updated." please click on the staging link at the top of the page to view your other staging assets.

[Update Asset](#) [Cancel](#)

Asset Information

Agency: 173 (Charitable Gaming Department of)

Asset has been added/updated.

Asset Category: Working Order:

Equipment Type: Service Status:

Manufacturer Name: Service Status Effective Date:

Model No.: Service Status Comments:

Serial No.: Operating System:

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Staging Area – Update Hardware Asset

Staging - Hardware Assets - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print View Source Links

Address http://bss01/ITAssetInventory/StagingHWProcessing.aspx

[Skip to Content](#)

IT Asset Inventory System

Home | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

[Staging - Hardware Assets](#)

☐ Show Instructions

Agency: 182 (Employment Commission Virginia) [My Hardware Staging Records](#)

Total Records: 37

1 2 3 4

	Asset Category	Equip. Type	Serial Number	Manufacturer Name	Model Number	VITA Tag No.	Agency Tag No.	Agency Inventory Zone	Vendor/Other Tag No
Delete Edit	PERIPHERAL	MONITOR	MULJANBB02	GATEWAY, INC.	FPD1730	VTJANBB43762			OTHERTAG2
Delete Edit	PERIPHERAL	MONITOR	MULJANBB03	GATEWAY, INC.	FPD1730	VTJANBB43762			OTHERTAG3
Delete Edit	PERIPHERAL	DOCKING STATION	MULJANBB04	GATEWAY, INC.	RP9A	VTJANBB43764			OTHERTAG4
Delete Edit	PERIPHERAL	MONITOR	MULJANBB05	DELL, INC.	E172FPI	VTJANBB43765			OTHERTAG5
Delete Edit	PERIPHERAL	MONITOR	MULJANBB06	DELL, INC.	E171FP	VTJANBB43766			OTHERTAG6
Delete Edit	SHARED LAN DEVICE	PRINTER	MULJANBB07	HEWLETT-PACKARD COMPANY (HP)	LJ1100	VTJANBB43767	VBPD008		OTHERTAG7
Delete Edit	PERIPHERAL	DOCKING STATION	MULJANBB01	DELL, INC.	1	VTJANBB43761			OTHERTAG1
Delete Edit	SHARED LAN DEVICE	PRINTER	MULJANBB07	HEWLETT-PACKARD COMPANY (HP)	LJ1200	VTJANBB43768	VBPD019		OTHERTAG8
Delete Edit	SHARED LAN DEVICE	PRINTER	MULJANBB07	HEWLETT-PACKARD COMPANY (HP)	LJ1320	VTJANBB43769			OTHERTAG9
Delete Edit	SHARED LAN DEVICE	PRINTER	MULJANBB07	HEWLETT-PACKARD COMPANY (HP)	LJ1200	VTJANBB43770	VBPD028		OTHERTAG10

Local intranet

My Staging – Hardware Assets

MY STAGING AREA – MOVE TO PRODUCTION

Once you have corrected all of the Assets that you wish to “**move to Production**”, click on the **STAGING** button to view the records in your staging area waiting to be moved.

Staging Area Summary - Hardware Records

Home | Upload | Add Asset | Staging | Production | Extract | Logout | Help

☐ Show Instructions

Current Agency: 182 (Employment Commission Virginia)

My Staging Area - Hardware Asset Records

View	Count	Description
<input type="button" value="View"/>	37	Total Asset Records in my work area.
Records that did not pass validation and must be resolved		
<input type="button" value="View"/>	2	Asset Records with Validation Errors.
	0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)
My Staging Area - Records that are duplicates		
<input type="button" value="View"/>	6	Duplicates - Records that are duplicated within your spreadsheet and must be resolved.
<input type="button" value="View"/>	36	Duplicates - Records that are duplicated with another user in the Current Agency.
	0	Duplicates - Records owned by you that are duplicated with another Agencies Staging Assets. Assets created by you and duplicated with another Agencies Staging Asset(s).
My Staging Area - Potential Production Duplicates		
	0	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 1)
	0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
	0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
	0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)
Records that are eligible to Move to Production		
<input type="button" value="View"/>	1	Total Records(s) eligible to Move to Production.

Done Local intranet

Staging Area Summary – Hardware Records

Click the **VIEW** button in the **RECORDS THAT ARE ELIGIBLE TO MOVE TO PRODUCTION** section to display the records that are ready to be moved to the “**Production Area**”.

The screen below shows the record eligible to be moved to Production. You have the option to **EDIT** the record(s) or **DELETE** the record(s) from your “**My Staging Area**”.

Select the **RETURN TO STAGING HOME** to return to the “**My Staging Area**” and prepare to move the record(s) to Production.

The screenshot displays the 'IT Asset Inventory System' web interface. At the top, there is a navigation bar with links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. A 'Skip to Content' link is also present. Below the navigation bar, the page title 'IT Asset Inventory System' is shown. A section titled 'My Staging Hardware Records for Production' lists one record. The record is a monitor with the following details: Asset Category: PERIPHERAL, Equip. Type: MONITOR, Serial Number: MULJANBB021, Manufacturer Name: GATEWAY, INC., Model Number: FPD1730, VITA Tag No.: VTJANBB437621, Agency Tag No.: , Agency Inventory Zone: , and Vendor/Other Tag No.: OTHERTAG2. Below the record, there is a 'Return to Staging Home' link. The page footer includes the version number 'V: 3.0.15.0' and the copyright notice '© 2004 - 2006 Virginia Information Technologies Agency'. The VITA logo is also visible.

IT Asset Inventory System

Staging - Hardware Assets

Home | Upload | Add Asset | Staging | Production | Extract | Logoff | Help

☐ Show Instructions

My Staging Hardware Records for Production

Agency: 182 (Employment Commission Virginia)

Total Records: 1

1

	Asset Category	Equip. Type	Serial Number	Manufacturer Name	Model Number	VITA Tag No.	Agency Tag No.	Agency Inventory Zone	Vendor/Other Tag No
<input checked="" type="checkbox"/> Delete Edit	PERIPHERAL	MONITOR	MULJANBB021	GATEWAY, INC.	FPD1730	VTJANBB437621			OTHERTAG2

1

[Return to Staging Home](#)

V: 3.0.15.0

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VITA

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Staging – Hardware Assets

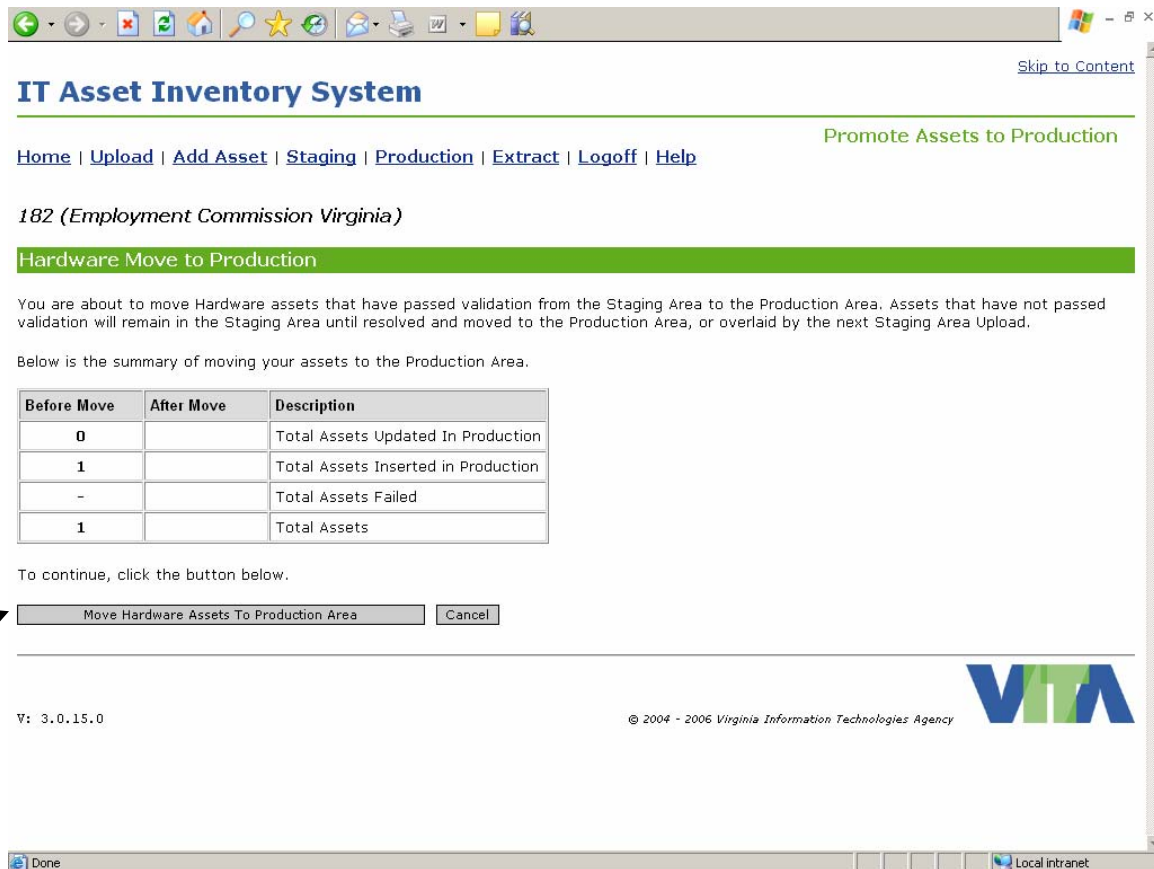
Once you are satisfied that all editing is completed and are ready to move the valid asset data to production, then select the **MOVE MY STAGING AREA HARDWARE/SOFTWARE ASSETS TO PRODUCTION** button at the bottom of the page.

View	2	Asset Records with Validation Errors.
	0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)
My Staging Area - Records that are duplicates		
View	6	Duplicates - Records that are duplicated within your spreadsheet and must be resolved.
View	36	Duplicates - Records that are duplicated with another user in the Current Agency.
	0	Duplicates - Records owned by you that are duplicated with another Agencies Staging Assets. Assets created by you and duplicated with another Agencies Staging Asset(s).
My Staging Area - Potential Production Duplicates		
	0	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 1)
	0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
	0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
	0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)
Records that are eligible to Move to Production		
View	1	Total Records(s) eligible to Move to Production.
View	1	Records with no errors or warnings.
	0	Records with warnings.
Move to Production Statistics (for all records in my Staging Area)		
View	1	New Asset Records will be added to the Production Area.
	0	Existing Production Area Asset Records will be updated.
Move MY STAGING Area Hardware Assets to Production		

Staging Area Summary – Hardware Records

When the **Move MY STAGING Area Hardware/Software Assets to Production** button is selected, the screen below is displayed to summarize the number of assets that will be moved to Production.

Click the **MOVE HARDWARE ASSETS TO PRODUCTION AREA** button to continue the move process, or click the **CANCEL** button to discontinue the move.



IT Asset Inventory System

[Skip to Content](#)

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

[Promote Assets to Production](#)

182 (Employment Commission Virginia)

Hardware Move to Production

You are about to move Hardware assets that have passed validation from the Staging Area to the Production Area. Assets that have not passed validation will remain in the Staging Area until resolved and moved to the Production Area, or overlaid by the next Staging Area Upload.

Below is the summary of moving your assets to the Production Area.

Before Move	After Move	Description
0		Total Assets Updated In Production
1		Total Assets Inserted in Production
-		Total Assets Failed
1		Total Assets

To continue, click the button below.

V: 3.0.15.0

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VITA

Done Local intranet

Promote Assets to Production

Once the assets have been moved to production, the Promote Assets to Production page is displayed showing:

- ❖ The Total Assets Updated in Production
- ❖ The Total Assets Inserted in Production
- ❖ The Total Assets Fail during the move
- ❖ Total Assets

Click the **DONE** button to return to Staging Area Summary Screen.

[Skip to Content](#)

IT Asset Inventory System

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

Promote Assets to Production

182 (Employment Commission Virginia)

Hardware Move to Production

You are about to move Hardware assets that have passed validation from the Staging Area to the Production Area. Assets that have not passed validation will remain in the Staging Area until resolved and moved to the Production Area, or overlaid by the next Staging Area Upload.

Below is the summary of moving your assets to the Production Area.

Before Move	After Move	Description
0	0	Total Assets Updated In Production
1	1	Total Assets Inserted in Production
-	0	Total Assets Failed
1		Total Assets

To continue, click the button below.

V: 3.0.15.0

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Promote Assets to Production

Notice the number of Records in the Move to Production Statistics area after the successful move.

0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)
My Staging Area - Records that are duplicates	
View	6 Duplicates - Records that are duplicated within your spreadsheet and must be resolved.
View	36 Duplicates - Records that are duplicated with another user in the Current Agency.
0	Duplicates - Records owned by you that are duplicated with another Agencies Staging Assets. Assets created by you and duplicated with another Agencies Staging Asset(s).
My Staging Area - Potential Production Duplicates	
0	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 1)
0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)
Records that are eligible to Move to Production	
0	Total Records(s) eligible to Move to Production.
0	Records with no errors or warnings.
0	Records with warnings.
Move to Production Statistics (for all records in my Staging Area)	
0	New Asset Records will be added to the Production Area.
0	Existing Production Area Asset Records will be updated.
Move MY STAGING Area Hardware Assets to Production	

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Staging Area Summary – Hardware Records

AGENCY-WIDE STAGING AREA

The Agency-Wide Staging Area displays records uploaded by another user within the same agency. It acts the same as My Staging Area except that the records can only be removed or adjusted online. Uploads will not affect data uploaded by others.

Select the **STAGING** Button at the top of the Page. Select the Show Agencywide Assets button to view the records in the Agency-Wide Staging area. Follow the procedures shown in the My Staging Area to manage the records in the Agency-Wide Staging Area

IT Asset Inventory System

Staging Area Summary - Hardware Records

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

☐ Show Instructions

Current Agency: 173 (Charitable Gaming Department of) [Change Agency](#) [Search for an Asset](#) [Software Asset](#)

[Show Agencywide Assets](#)

My Staging Area - Hardware Asset Records

View	Count	Description
View	171	Total Asset Records in my work area.

Records that did not pass validation and must be resolved

View	1	Asset Records with Validation Errors.
	0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)

My Staging Area - Records that are duplicates

	0	Duplicates - Records that are duplicated within your spreadsheet and must be resolved.
	0	Duplicates - Records that are duplicated with another user in the Current Agency.
	0	Duplicates - Records owned by you that are duplicated with another Agencies Staging Assets. Assets created by you and duplicated with another Agencies Staging Asset(s).

My Staging Area - Potential Production Duplicates

	0	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 1)
	0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
	0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
	0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)

Done Local intranet

IT Asset Inventory System

Staging Area Summary - Hardware Records

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

☐ Show Instructions

Current Agency: 173 (Charitable Gaming Department of) [Change Agency](#) [Search for an Asset](#) [Software Asset](#)

[Show My Staging Area](#)

Agency-Wide Staging Area - Hardware Asset Records

View	Count	Description
View	175	Total record(s) in Staging area for my Agency.

Records that did not pass validation and must be resolved

View	1	Asset Records with Validation Errors.
	0	Asset Records marked as Updates to Production (but Agency No doesn't match). (Error 2.5)

Agency-Wide Staging Area - Records that are duplicated

View	4	Duplicates. (All duplicate records for my Agency)
	0	Duplicates - Agency wide assets that are duplicated with another agency's assets. (View only)

Agency Wide Area - Potential Production Duplicates

	0	These Staging record(s) match VITA Tag Number of a production record, but the Serial Number/Manufacturer Name do not match on the same record. To fix any of the 3 key fields, the production record must be updated. (error 1)
	0	These Staging record(s) match one Production Record on VITA Tag but match another Asset on Serial Number and Manufacturer Name. (error 1.1)
	0	These Staging record(s) match the Serial Number and Manufacturer of a production record but do not match the VITA Tag you've entered on the same record. You must update the asset in production, to fix any of the 3 key fields. (error 2.1)
	0	These Staging record(s) match multiple Production records on Serial Number and Vendor Tag. There were no matches on VITA Tag, Serial Number/Manufacturer or Agency Tag. You must provide more key information in order to update this asset. (error 2.4)

Records that are eligible to Move to Production

View	170	Total Record(s) eligible to Move to Production
----------------------	-----	--

Done Local intranet

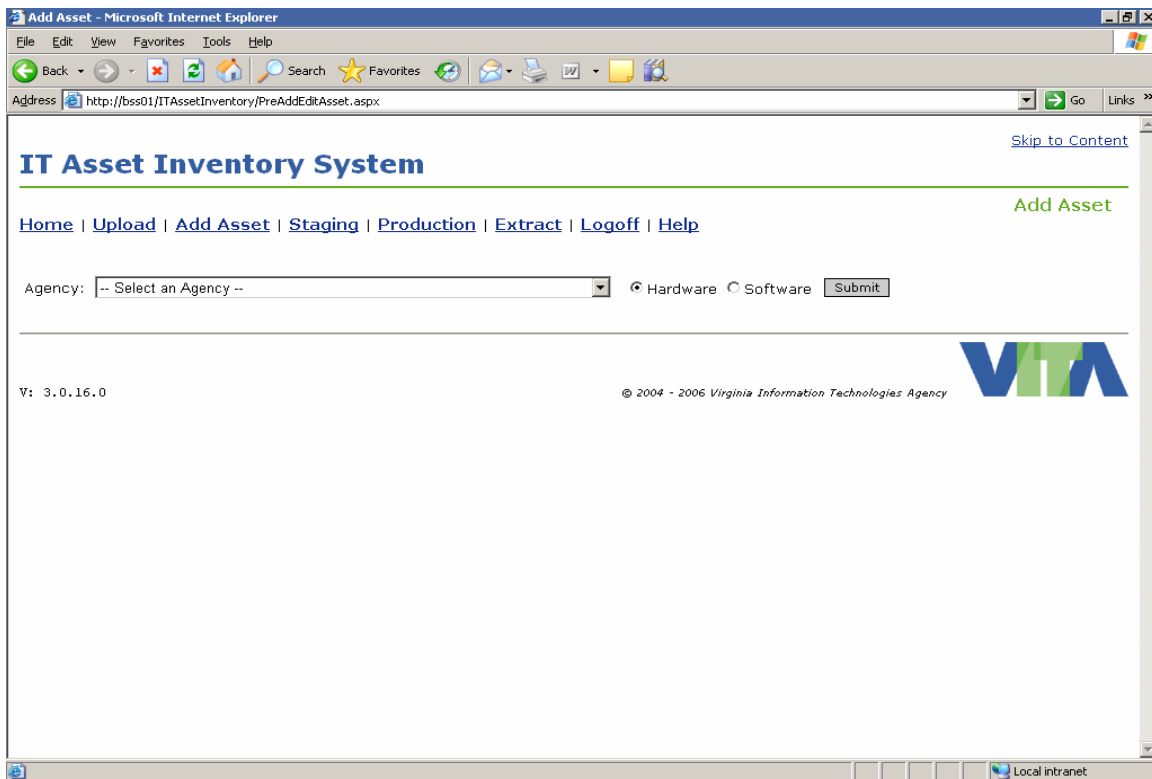
The Agency-Wide Staging Area Summary screen displays:

- ❖ The Total Number of Assets contained in the Staging Area
- ❖ Total Records that are Duplicates in the Staging Area
- ❖ Records that may be Duplicates in Production
- ❖ Records that are Eligible to Move to Production
- ❖ The Move to Production Statistics for All Records in the Staging Area

ADD NEW ASSET

Individual IT Assets can be added to the Inventory System by selecting the **ADD ASSET** button at the top of the screen.

The asset will be added to the Staging Area and will have to be moved to Production.



The screenshot shows a web browser window titled "Add Asset - Microsoft Internet Explorer". The address bar displays "http://bss01/ITAssetInventory/PreAddEditAsset.aspx". The page content includes the title "IT Asset Inventory System" with a "Skip to Content" link. A navigation menu contains links for "Home", "Upload", "Add Asset", "Staging", "Production", "Extract", "Logoff", and "Help". A green "Add Asset" button is located in the top right. Below the menu is a form with an "Agency:" label, a dropdown menu showing "-- Select an Agency --", radio buttons for "Hardware" (selected) and "Software", and a "Submit" button. The footer area shows "V: 3.0.16.0" on the left, "© 2004 - 2006 Virginia Information Technologies Agency" in the center, and the "VITA" logo on the right. The Windows taskbar at the bottom shows the "Local intranet" icon.

Add Asset

To add a new Asset, select the **AGENCY** that you would like the Asset added to, select **HARDWARE** or **SOFTWARE**, and click the **SUBMIT** button to add the information.

Staging Area - Add Hardware Asset - Microsoft Internet Explorer

Address: http://bss01/ITAssetInventory/AddEditHWAsset.aspx

Asset Information

Agency: 1000 (Virginia War Memorial Board of Trustees)

Asset Category: -- Select an Asset Category -- Working Order: -- Select a Working Order --

Equipment Type: Service Status: -- Select a Service Status --

Manufacturer Name: Service Status Effective Date:

Model No.: Service Status Comments:

Serial No.: Operating System:

VITA Tag No.: VITA Network?: ☒ Yes ☐ No

Vendor/Other Tag No.: Agency Tag No.:

Company/Vendor Name Miscellaneous Information

Vendor Name: Additional Details:

Done Local intranet

Staging Area - Add Hardware Asset

After entering the data for the new Asset, the user can either select:

- ❖ **ADD ASSET** – saves the data as a new asset record in the Staging Area.
- ❖ **CANCEL** – cancel all data entry for this record and return to the Add Asset screen.

PRODUCTION AREA

The screenshot shows a web browser window with the title bar 'Done' and 'Local intranet'. The page header includes a navigation menu with links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. The 'Production' link is highlighted. The page title is 'IT Asset Inventory System'. Below the navigation menu, there is a link 'Skip to Content' and a section titled 'Production Area - Search Criteria'. A checkbox 'Show Instructions' is present. A green bar contains the text 'Enter Search Criteria for Asset'. The search form consists of 12 numbered items: 1. Agency No. (dropdown menu with '182 (Employment Commission Virginia)' selected), 2. Asset Type (radio buttons for 'Hardware' and 'Software', with 'Hardware' selected), 3. Asset Category (dropdown menu with '** All Asset Categories **' selected), 4. Equipment Type (dropdown menu with 'Contains' selected and an empty text input field), 5. Manufacturer Name (dropdown menu with 'Contains' selected and an empty text input field), 6. Serial Number (dropdown menu with 'Contains' selected and an empty text input field), 7. VITA Tag Number (dropdown menu with 'Contains' selected and an empty text input field), 8. Agency Tag (dropdown menu with 'Contains' selected and an empty text input field), 9. Include Service Code "D" (checkbox, not checked), 10. Agency Inventory Zone (dropdown menu with 'Contains' selected and an empty text input field), 11. Vendor/Other Tag No (dropdown menu with 'Contains' selected and an empty text input field), and 12. Click Search when you are done. (text). A 'Search' button is located below the form. A note at the bottom states: 'Note: Please allow the page to process. Do not re-click Search button.It will cause a processing error. Data may be lost.'

IT Asset Inventory System

Home | Upload | Add Asset | Staging | Production | Extract | Logoff | Help

Production Area - Search Criteria

☐ Show Instructions

Enter Search Criteria for Asset

1. Agency No. 182 (Employment Commission Virginia)

2. Asset Type ☒ Hardware ☐ Software

3. Asset Category ** All Asset Categories **

4. Equipment Type Contains

5. Manufacturer Name Contains

6. Serial Number Contains

7. VITA Tag Number Contains

8. Agency Tag Contains

9. Include Service Code "D" ☐

10. Agency Inventory Zone Contains

11. Vendor/Other Tag No Contains

12. Click Search when you are done.

Search

Note: Please allow the page to process. Do not re-click Search button.It will cause a processing error. Data may be lost.

Production Area – Search Criteria

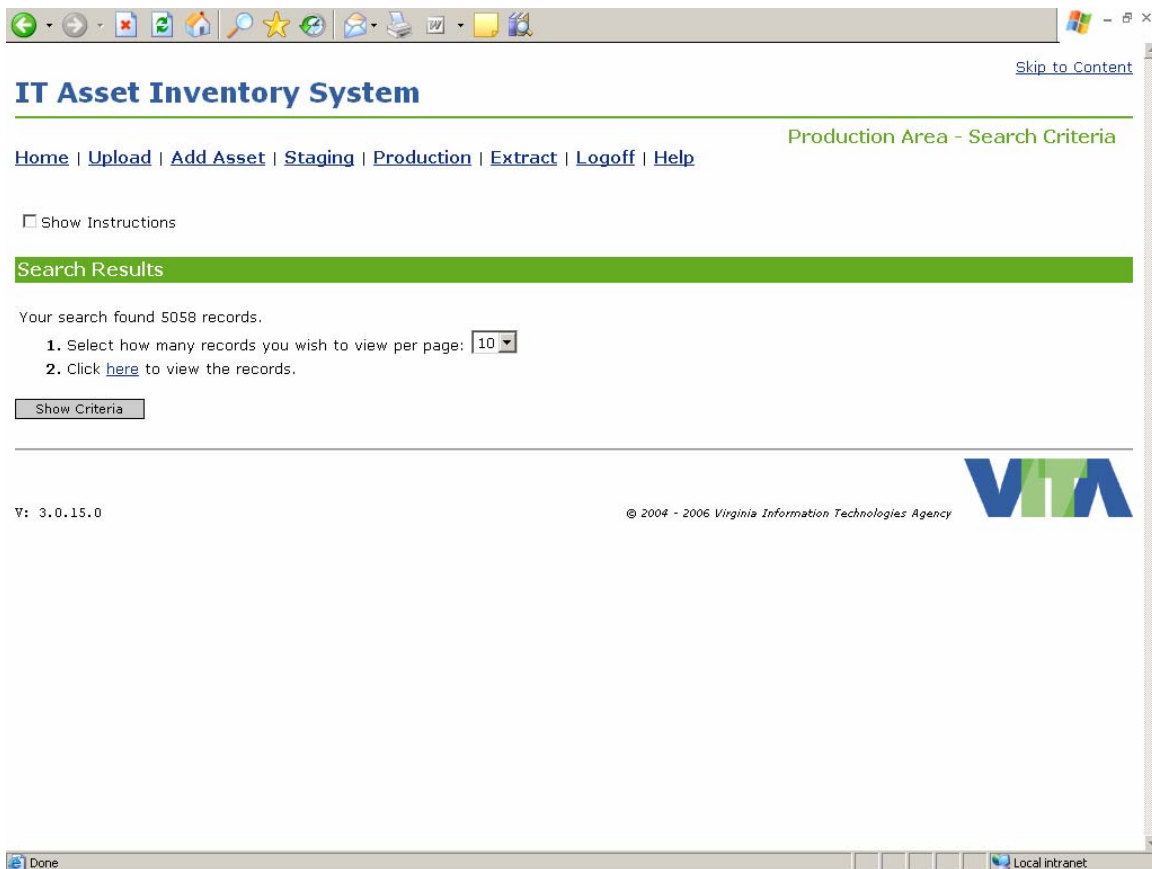
Click on the **PRODUCTION** link at the top of the page to review your production data.

Fill in the categories you wish to search on and click on the **SEARCH** button.

SEARCH RESULTS – PRODUCTION AREA

The **Search Results** section of the **Production Area – Search Criteria** page displays:

- ❖ The number of records found
- ❖ The number of records you may display per page.
- ❖ Click **HERE** to view the records.



Production Area – Search Criteria

The **SHOW CRITERIA** button allows you to display and modify your Production record Search options to search for other records.

The Click **HERE** button will display records similar to ones shown below.

IT Asset Inventory System

[Skip to Content](#)

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

Production Area - Search Results

[Show Instructions](#)

	Agency	Asset Category	Equip. Type	Manufacturer Name	Serial No	VITA Tag	Agency Tag	Agency Inventory Zone	Vendor/Other Tag No	User
View/Edit	173	NETWORK EQUIPMENT - VOICE	VIDEO CONFERENCE EQUIPMENT	POLYCOM	H2050700D589	100078521	717			WWATT
View/Edit	173	NETWORK EQUIPMENT - DATA	MODEM	DIGI	V944 28982	100007914	556			GTODD
View/Edit	173	NETWORK EQUIPMENT - DATA	MODEM	PALMONE, INC.	3430442	100007910	386			GTODD
View/Edit	173	PERIPHERAL	MONITOR	GATEWAY, INC.	V9E010930	100078465	398			GTODD
View/Edit	173	PERIPHERAL	MONITOR	GATEWAY, INC.	T8K026471	100078505	471			GTODD
View/Edit	173	PERIPHERAL	MONITOR	GATEWAY, INC.	T8K026428	100078504	494			GTODD
View/Edit	173	PERSONAL COMPUTER	DESKTOP	GATEWAY, INC.	13124270	100007953	61			GTODD
View/Edit	173	PERIPHERAL	MONITOR	GATEWAY, INC.	803523632	100078498	455			GTODD
View/Edit	173	PERIPHERAL	MONITOR	GATEWAY, INC.	T8K022575	100078466	399			GTODD
View/Edit	173	PERSONAL COMPUTER	DESKTOP	GATEWAY, INC.	16350740	100007955	64			GTODD

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

[Change Search Criteria](#)

Production Area – Search Results

[Change Search Criteria](#)

UPDATING IN THE PRODUCTION AREA

The **VIEW/EDIT** link on the Production Area – Search Results screen above allows you to View or Edit a particular record.

The **CHANGE SEARCH CRITERIA** button allows you to modify your Production record Search options to search for other records.

When the **VIEW/EDIT** link is selected for a particular record, all associated fields are displayed and can be updated.

After modifying the desired fields, click the **UPDATE ASSET** button to save your changes.

If there are no changes to be made to the Asset Record, click the **CANCEL** button to return to the Production Area–Search Results screen.

The screenshot shows a web browser window with the title "IT Asset Inventory System". The page has a navigation bar with links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. The current page is "Production Area - Update Hardware Asset".

Below the navigation bar, there is a checkbox labeled "Hide Instructions" which is checked. Below this, a message states: "To edit an asset(s), follow the steps below:" followed by a list of three steps:

1. Update the fields for this asset.
2. Fix any errors that you see presented.
3. Once you have received the message, "Asset has been added/updated." please click on the staging link at the top of the page to view your other staging assets.

Below the instructions, there are two buttons: "Update Asset" and "Cancel".

A green header bar contains the text "Asset Information".

Below the header bar, the text "Agency: 173 (Charitable Gaming Department of)" is displayed.

The form contains the following fields:

- Asset Category: NETWORK EQUIPMENT - VOICE (dropdown)
- Equipment Type: VIDEO CONFERENCE E (text input)
- Manufacturer Name: POLYCOM (text input)
- Model No.: SOUNDSTATION2 (text input)
- Serial No.: H2050700D589 (text input)
- VITA Tag No.: 100078521 (text input)
- Working Order: Y - IN WORKING CONDITION (dropdown)
- Service Status: Y - IN SERVICE (dropdown)
- Service Status Effective Date: (calendar icon)
- Service Status Comments: (text area)
- Operating System: (text input)
- VITA Network?: ☒ Yes ☐ No

The browser window shows a "Done" button in the bottom left and a "Local intranet" icon in the bottom right.

Production Area – Update Hardware Asset

EXTRACT DATA

The Extract Area allows users to extract (download) hardware and software asset data from both the staging and production areas. The Extract from Staging acts as an Exception Report by displaying any error in the far right columns of the report

Follow the steps below to extract your agency data.

- ❖ Select the **AGENCY** from which to extract the data.
- ❖ Select the **AREA** from which to extract the data: Staging or Production.
- ❖ Select the **ASSET TYPE** you would like to extract: Hardware or Software.
- ❖ Select a **HARDWARE INVENTORY ZONE**, if applicable, by clicking on the **Inventory Zone** box, selecting the operator of choice and keying in the Inventory Zone value you would like to search on. This option is only available when extracting Hardware assets.
- ❖ Click the **INCLUDE DELETE RECORDS** box to extract deleted records as well as current records.
- ❖ To customize your **EXTRACT FILE NAME** select **CUSTOM** and key in the file name of your choice.
- ❖ Click the **EXTRACT DATA** button.

The screenshot shows a web browser window displaying the 'IT Asset Inventory System' interface. The page has a navigation bar with links: Home, Upload, Add Asset, Staging, Production, Extract, Logoff, and Help. A 'Skip to Content' link is also present. The main heading is 'Extract Assets'. Below it, there is a section for 'Go directly to the Extract Queue'. The form contains six steps: 1. Select Agency (dropdown menu showing '173 (Charitable Gaming Department of)'), 2. Select an Area (radio buttons for Staging and Production, with Staging selected), 3. Select an Asset Type (radio buttons for Hardware and Software, with Hardware selected), 4. Select Inventory Zone (Only available for Hardware assets) (checkbox for Inventory Zone, dropdown for Contains, and a text input field), 5. Include Deleted Records (checkbox), and 6. Extract File Name (dropdown menu showing 'Standard' and a text input field showing '173_HW_STAGING'). An 'Extract Data' button is located below the form. A note at the bottom states: 'Note: Please allow the page to process. Do not re-click Extract Data button. It will cause a processing error. Data may be lost.' The footer includes the version 'V: 3.0.23.0', the copyright '© 2004 - 2006 Virginia Information Technologies Agency', and the logo for VITA. The browser's address bar shows 'Local intranet'.

IT Asset Inventory System

[Skip to Content](#)

[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)

[Extract Data](#)

☐ Show Instructions

Extract Assets

[Go directly to the Extract Queue](#)

1. Select Agency: 173 (Charitable Gaming Department of)
2. Select an Area:
 - ☒ Staging
 - ☐ Production
3. Select an Asset Type:
 - ☒ Hardware
 - ☐ Software
4. Select Inventory Zone: (Only available for Hardware assets)
 - ☐ Inventory Zone
5. Include Deleted Records: ☐
6. Extract File Name

Note: Please allow the page to process. Do not re-click Extract Data button. It will cause a processing error. Data may be lost.

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Local intranet



Extract Data

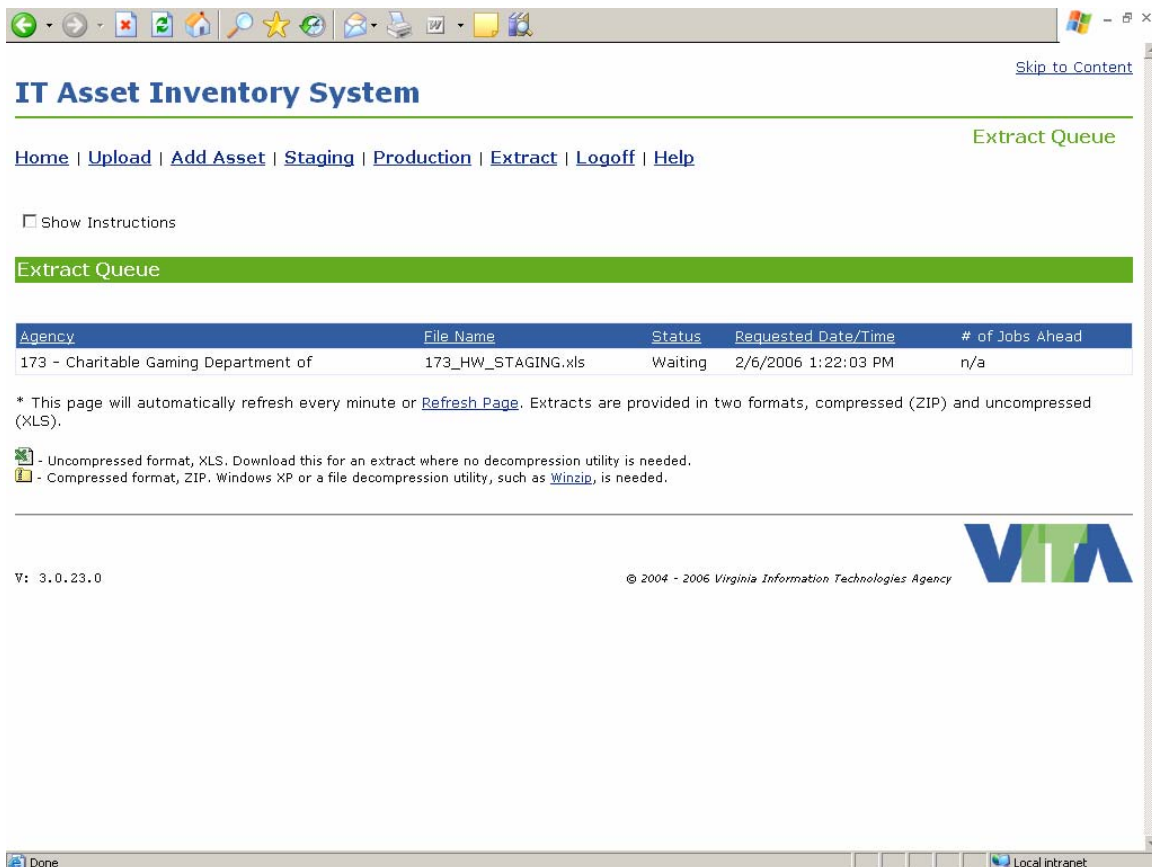
EXTRACT QUEUE

The Extract Queue shows the position and status of your agency job in the job queue.

Clicking the **REFRESH PAGE** link will display an update of your job's Status as your job waits or runs in the Extract Queue.

When your job has a **STATUS** of **COMPLETE**, you may select a view format:

- ❖  .XLS (EXCEL)
- ❖  .ZIP (Compressed, zip file format). To access and use this file, you must have an UNZIP file decompression utility installed on your PC.



IT Asset Inventory System


[Home](#) | [Upload](#) | [Add Asset](#) | [Staging](#) | [Production](#) | [Extract](#) | [Logoff](#) | [Help](#)


☐ Show Instructions

Extract Queue

Agency	File Name	Status	Requested Date/Time	# of Jobs Ahead
173 - Charitable Gaming Department of	173_HW_STAGING.xls	Waiting	2/6/2006 1:22:03 PM	n/a

* This page will automatically refresh every minute or [Refresh Page](#). Extracts are provided in two formats, compressed (ZIP) and uncompressed (XLS).

 - Uncompressed format, XLS. Download this for an extract where no decompression utility is needed.

 - Compressed format, ZIP. Windows XP or a file decompression utility, such as [Winzip](#), is needed.

V: 3.0.23.0

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VITA

Extract Queue

Your Extract Job will remain in the job queue for 24 hours after the job has run.

Below is a display of what your extract file will look like.

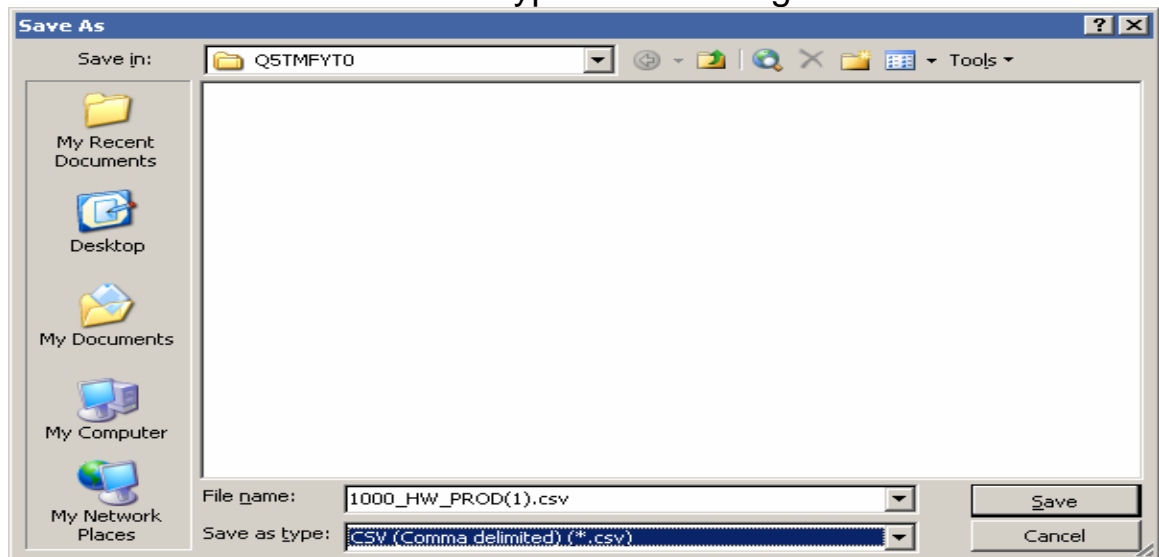
Column headings appear on the first row of the spreadsheet and the individual records follow.

Microsoft Excel - 1000_HW_PROD[1].xls															
File Edit View Insert Format Tools Data Window Help															
Type a question for help															
MS Sans Serif 10 B I U															
A1 Agency No.															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Agency No.	Asset Cat	Equipmen	Additional	Serial Num	Manufactu	Model Nur	Operating	Operating	VITA Tag	Agency Tr	Seat Man	Vendor/Ot	Service St	Working CP
2	1000	PERIPHE	MONITOR	N/A	MON	55341	C85	DELL	INC	D1025	TM				
3	1000	PERSON	DESKTOP	N/A	PC	2172C11	DELL	INC	GX-150	WINDOW	0				
4	1000	PERSON	LAPTOP	N/A	PC	WOVMY	DELL	INC	INSPIRON	WINDOW	0				
5	1000	SERVER	SERVER	N/A	SER	D946CJ	COMPAQ	PROLIAN	WINDOW	0					
6	1000	PERIPHE	MONITOR	N/A	MON	MX-06271	DELL	INC	P-780						
7	1000	PERSON	DESKTOP	N/A	PC	8N53C11	DELL	INC	GX-240	WINDOW	0				
8	1000	PERIPHE	MONITOR	N/A	MON	MX-08G15	DELL	INC	P-780						
9	1000	PERIPHE	PRINTER	N/A	PRIN	FBBB3838	CANON	U	S750						
10	1000	PERIPHE	PRINTER	N/A	PRIN	TH221291	HEWLET	DESKJET	845C						
11	1000	PERIPHE	MONITOR	N/A	MON	CN-095W	DELL	INC	P-780						
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Spreadsheet

The data in the spreadsheet can be edited and saved as a .CSV file ready for upload into the Staging Area.

Remember to select the CSV type when saving data as a CSV file.

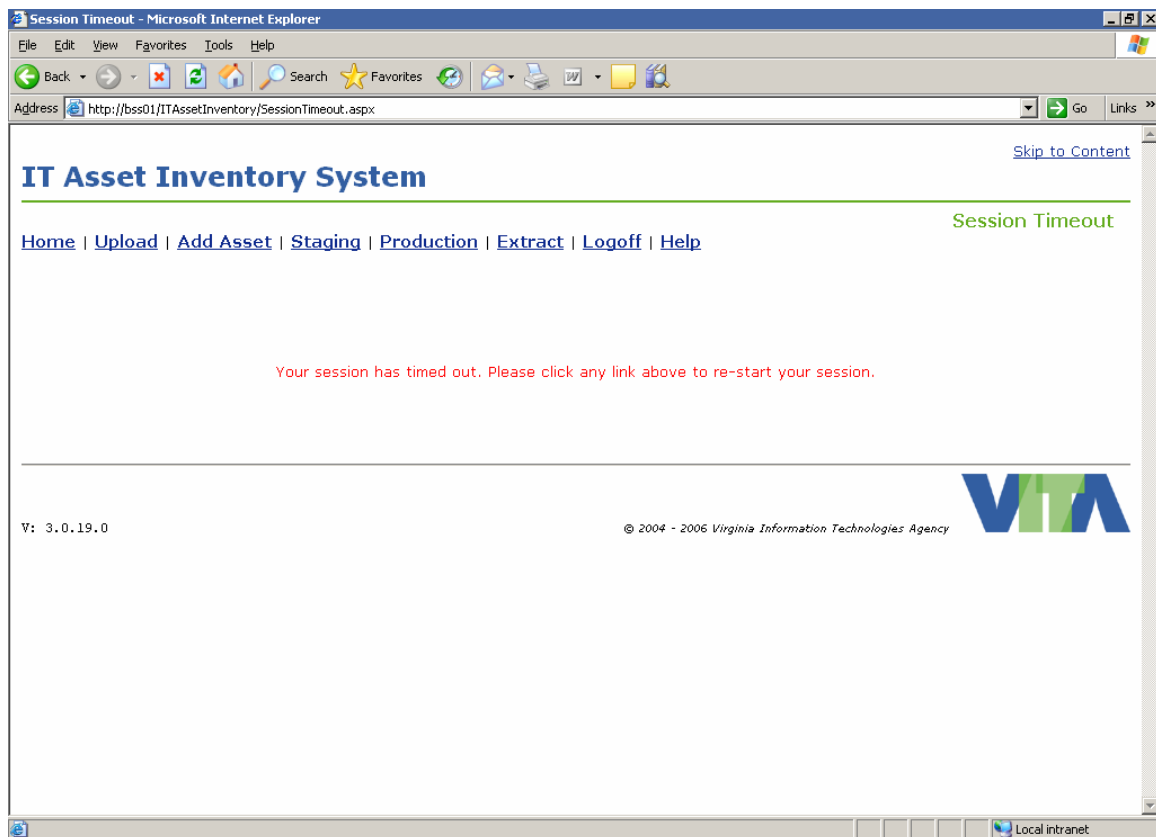


Save As

SESSION TIMEOUT

Inactivity on a particular screen will sometimes cause a **SESSION TIMEOUT** to occur.

Select the option/function at the top of the screen you wish to return to and your session will be restarted.



Session Timeout

LOGOFF

Select the **LOGOUT** button at the top of the screen to get out of the system.

Select **CONTINUE TO LOGOFF** link to logoff of the application or click the **CANCEL** button to return to your previous page



Logoff

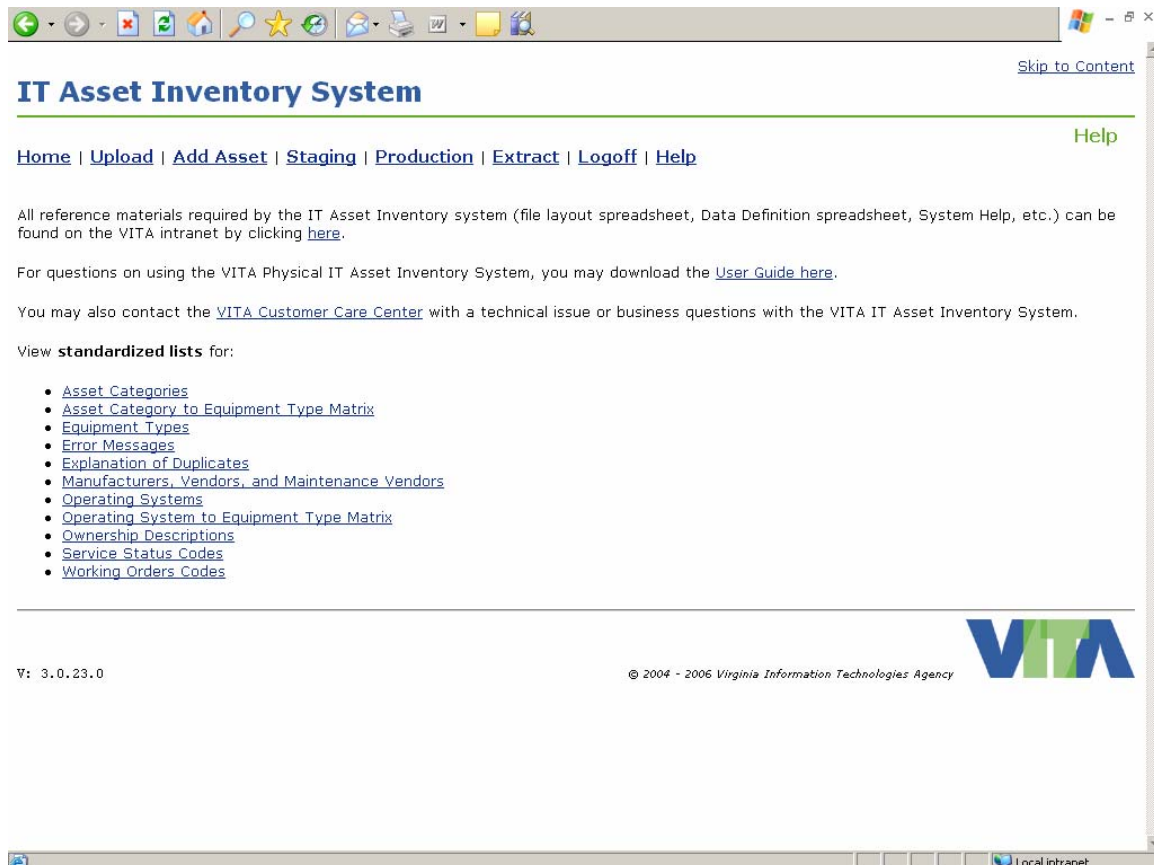
When you select the **CONTINUE TO LOGOFF** link, a popup confirming logoff displays.



Select the **YES** button to complete the logoff process or select the **NO** button to return to the Logoff screen.

HELP

Select the **HELP** link at the top of the page to display information about the IT Asset Inventory System and where to get assistance.



HELP

All **Reference Materials** required by the IT Asset Inventory system (File Layout Spreadsheet, Data Definition Spreadsheet, System Help, etc.) can be accessed by selecting the **HERE** link above. The location is: <http://www.vita.virginia.gov/docs/itAssetInventory.cfm>

The **VITA CUSTOMER CARE CENTER** link will direct you to: <http://www.vita.virginia.gov/vccc/> for assistance.

STANDARDIZED LISTS are available for:

- ❖ Asset Categories
- ❖ Equipment Types
- ❖ Error Messages
- ❖ Manufacturers. Vendors and Maintenance Vendors
- ❖ Operating Systems
- ❖ Ownership Descriptions
- ❖ Services Statuses
- ❖ Valid Equipment Type Conversions
- ❖ Working Orders.